



**STATUS OF RESOURCES AND  
TRAINING SYSTEM**

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The OPR for this publication is 90 SW/CP (TSgt Ronald E. Albers). This supplement implements AFI 10-201, 30 January 2003, adding 90th Space Wing unique procedures for disposition of reports, training, classification markings, and continuity book set up. It applies to all 90th Space Wing measured units with an active designed operational capability (DOC) statement, all units identified on a DOC statement as a direct support unit, the Personnel Readiness Unit (DPMD), Manpower and Quality (MQ), Contingency Plans and Training (LRS/LGRRP), and the Wing Command Post (CP). Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

**SUMMARY OF REVISIONS**

This publication is revised to reference and align with AFI 10-201, dated 30 January 2003.

1.4.5. (Added) Measured unit SORTS monitors will stamp all SORTS papers given to the Command Post with the appropriate classification (top, bottom, front, and back).

1.16.2.4.1. (Added) All unit SORTS monitors will be trained by a wing SORTS manager before turning in a SORTS report. All unit SORTS monitors will attend a SORTS Mobile Training Team (MTT) course as soon as possible after becoming a SORTS monitor. Measured unit monitors will notify a SORTS manager in advance when a monitor or commander will be replaced. Commanders and designated representatives will receive SORTS training from a wing SORTS manager upon assuming command.

1.16.2.4.2. (Added) The wing SORTS manager will conduct quarterly training, which may be done by presenting training in the command post during turn in or while the semi-annual staff assistance visit is being conducted. Attendance will be documented and maintained for at least 1 year.

1.16.2.4.3. (Added) A wing SORTS manager will accomplish distribution of a new DOC statement. When a wing SORTS manager receives a DOC statement, the applicable measured unit's SORTS monitor will be notified. The unit SORTS monitor will ensure the unit commander reviews and signs the DOC statement and returns a signed copy to a wing SORTS manager. Contingency Plans and Training (LRS/LGRRP) requires a copy of all DOC statements. The Personnel Readiness Unit (DPMD) and Manpower and Quality (MQ) office will be given access to DOC statements maintained at the Command Post. Only the wing SORTS manager and the measured unit need to maintain signed copies of DOC statements. For historical purposes the base historian will receive all SORTS reports that are 4-months old.

1.17.2.3.1. (Added) The wing SORTS manager will schedule and inform all measured units of the turn-in schedule for monthly SORTS validation reports. Measured units who do not have a classified computer must contact a wing SORTS manager at least 24 hours in advance by phone or e-mail to schedule a time for the use of a classified computer to type their SORTS report.

1.17.2.3.2. (Added) Measured units will establish procedures to ensure any changes covered by paragraph 2.10.9.1.1., will be reported to the unit SORTS monitor immediately. The unit SORTS monitor will then contact the wing SORTS manager to set up a report turn-in time. Wing SORTS managers can be contacted through the Command Post (extensions 3563, 3750, or 3921) at any time. The following statement will be used when submitting an out of cycle SORTS report update to the Command Post. "This is (name) from (unit). Please contact a SORTS manager and inform them that my unit has a SORTS update which needs to be transmitted as soon as possible." These reports will be transmitted to NMCC as soon as possible.

1.17.3. (Added) Measured unit SORTS monitors will maintain continuity books in the following manner:

TAB A — Point of Contact Memorandums

TAB B — Designated Manager Memorandum

Designated Monitor Memorandum

Designated Alternate Commander Memorandum

TAB C — Monitor Training

Commander Training

DOC Guide

TAB D — Current DOC Statement or its location

TAB E — AFI 10-201, *Status of Resource and Training System*

AFSPC Supplement

90 SW Supplement

AFPD 10-2, *Readiness*

TAB F — Guidance Messages

TAB G — E-mail/Miscellaneous

TAB H — SAV Results

TAB I — Checklists

TAB J — Error Reports

1.20.3. (Added) The base personnel systems office (90 MSS/DPMD) will transmit a “Unit Assigned Personnel Roster” with the following fields: Name, Rank, PAFSC, DAFSC, CAFSC, and Position number in an excel file for each squadron by the 20th of each month.

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